

iDocID

This product guide is designed to assist in the evaluation of iDocID. iDocID automates the insertion, updating and removal of document numbers. iDocID supports Microsoft Word 2000-2003.

iDocID is integrated with several document management systems including Interwoven, Hummingbird, WORLDOX, and NetDocuments.

INTRODUCTION

A document ID (identifier) is a document's filename (or filename and path) or document number as stored in a document management system. In order to quickly access a document, it is desired that the document's ID be displayed on the printed copy, typically in the document footer. iDocID is provided to automate the insertion of the document ID.

The following is an overview of the key design goals for iDocID.

KEY DESIGN GOALS AND OVERVIEW OF FEATURES

The iDocID administrator establishes the default behavior of iDocID. Placement, format, elements and frequency options are specified administratively. If desired, options can be provided to end-users for changing the DocID at will.

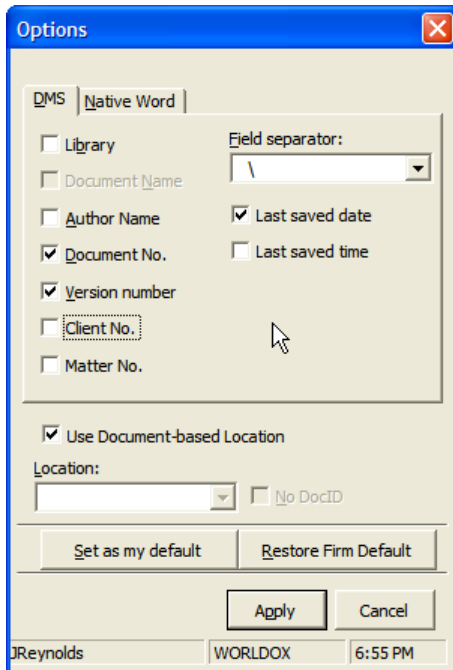


Figure 1: DocID Options for a DMS

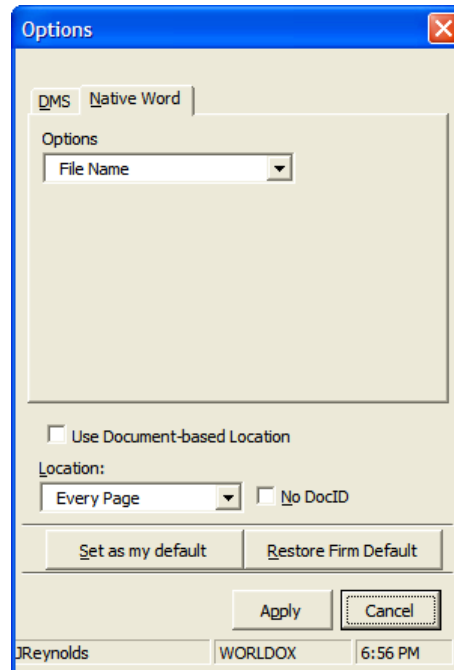


Figure 2: DocID Options for Native Word

iDocID® 2.0 requirements:

Product Description	iDocID provides integration between Microsoft Word (2000 and higher) and Excel and document management systems (NetDocuments, iManage/Interwoven, Docs OPEN/DM/PowerDocs, Worldox) by automating the insertion of a document ID/trailer.
Computer/Processor	Computer with Pentium 133 megahertz (MHz) or higher processor; Pentium III recommended
Memory	For all Office XP suites: RAM requirements depend on the operating system used: Windows 98, or Windows 98 Second Edition 32 MB of RAM plus an additional 8 MB of RAM for each Office program (such as Microsoft Word) running simultaneously Windows ME, or Microsoft Windows NT® 40 MB of RAM plus an additional 8 MB of RAM for each Office application (such as Microsoft Word) running simultaneously Windows 2000 Professional 64 MB of RAM plus an additional 8 MB of RAM for each Office application (such as Microsoft Word) running simultaneously Windows XP Professional, or Windows XP Home Edition 128 MB of RAM plus an additional 8 MB of RAM for each Office application (such as Microsoft Word) running simultaneously
Hard Disk	Hard disk space requirements will vary depending on configuration; custom installation choices may require more or less. Listed below are the hard disk requirements for iDocID: Installation 4 MB of available hard disk space
Operating System	Windows 95, Windows 98, Windows 98 Second Edition, Windows Millennium Edition (Windows Me), Windows NT 4.0 with Service Pack 6 (SP6) or later, Windows 2000, or Windows XP or later..
Drive	CD-ROM drive (for product installation)
Display	Super VGA (800 x 600) or higher-resolution monitor with 256 colors, (1024 X 724) resolution is recommended.
Peripherals	Microsoft Mouse, Microsoft IntelliMouse®, or compatible pointing device

ADMINISTRATIVE CONTROL

iDocID still provides centralized administration. EP4 offers even greater flexibility in specifying separator characters, order, and availability of user options.

SUMMARY

- ⌋ iDocID does not overwrite existing footer information.
- ⌋ iDocID can provide a default document ID on all documents according to the Firm's specifications; Default DocID options are specified in an XML file.
- ⌋ iDocID also provides the ability for manual override based on user preferences which can be established as "user default" settings.
- ⌋ The placement of the DocID can be specified by document type.
- ⌋ The format of the iDocID style can be specified in the XML file.
- ⌋ Legacy DocID codes can be automatically eliminated upon File Open.